

# PROFILE

Detail-oriented and customer-focused cashier with over 3 years of experience in the banking sector, including roles as a Customer Service Officer and Cashier at Khushhali Bank, Mirpurkhas, Pakistan. Proficient in managing high-volume transactions, maintaining accurate cash records, and providing exceptional customer service. Skilled in operating POS systems, handling cash and digital payments, and ensuring compliance with financial regulations. Recognized for efficiency, accuracy, and a positive attitude that enhances the customer experience. Seeking to leverage expertise in cash handling and customer relations to contribute to a dynamic team in a retail environment.

## CONTACT

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JabaLALi - Dubai - United Arab Emirates

## EDUCATION

BACHELOR OF COMMERCE University of Sindh (PAKISTAN) Sep 2011 - May 2014

# SKILLS

Typing speed, Data entry. Communication skills. Microsoft Office proficiency. Customer service

LANGUAGES

English, Hindi, Urdu

## HOBBIES

Reading article Traveling Playing cricket

# WORK EXPERIENCE

## **ADMINISTRATION ASSISTANT**

Ek engineering (Trans Guard) Dubai international airport Jan 2024 - present

Received, inspected, and Stored aircraft parts and Spares. ensuring accurate allocation to designated locations Maintained detailed records of all incoming and outgoing inventory.

* Coordinate receipt, inspection, and proper storage of materials, tools, and equipment in alignment with production and operational needs!
* Maintain accurate and up-to-date inventory records using computerized systems to track all stock movements and transactions!

**CASHIER**
*Khushhali Bank, Mirpur Khas, Pakistan*
*June 2022 – September 2023*

* Processed daily cash transactions with precision, ensuring accurate cash balancing and adherence to financial regulations.
* Provided outstanding customer service, efficiently resolving customer queries and enhancing the overall banking experience.
* Maintained meticulous records of cash receipts and payments, aligning with bank policies and compliance standards.
* Assisted in various bank operations, supporting branch staff and contributing to the smooth functioning of daily activities.
* Upheld stringent security procedures, safeguarding financial assets and maintaining a secure banking environment.

## **CUSTOMER SERVICE OFFICER**

Khush Hali Bank\_ Mirpur Khas (Pakistan) March 2018 - May 2022  have 04 years’ experience as a customer service officer in banking sector provided excellent Customer service by handling Client inquiries, resolving complaints. and Offering banking solutions.